



EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour, Government of India)
Regional Office, EDC Plot No: 23, Patto, Panaji, Goa: 403001

OPEN TENDER FOR DEPLOYING EX-SERVICEMEN,
SECURITY GUARDS .

Open Tenders are invited from reputed Security Agencies for providing Three Security Guards (Ex-Servicemen only) on contract basis for the Regional Office E.S.I.Corporation, Patto Panaji Goa for a period of 1 year from 01/03/08.

The Ex-Servicemen should be paid wages at the rates approved by Govt of India, Ministry of Defence, Directorate General of Resettlement which is presently Rs. 3636/- (basic including VDA) .

Tender alongwith terms & conditions of the tender can be obtained free of cost on request from the Administration Section, 3rd Floor, Regional Office, ESI Corporation, Patto Panaji Goa by giving a request letter in letterhead/plain paper. Tender Forms & terms & conditions of the tender can also be downloaded from our website <http://www.esic.nic.in>

Last date for issue of Tender Forms : 05/01/08.
Last date for submission of Tenders : 15/01/08

Date:10/12/2007

S.M.Mohideen
Regional Director

Sl.No. _____

ISSUED TO: _____

**TENDER FORM FOR PROVISION OF SECURITY GUARDS AT THE
ESI CORPORATION, PANAJI GOA.**

REGIONAL OFFICE,

Name & Address of the Tenderer :

Name of the Proprietor & Contact Telephone No.:

ESI Code No. :

EPFO Code No. :

Registration Number under the Shops & Esth. Act :

PAN Number :

Number of Security Guards on Rolls :
(Proof in the form of copy of ESIC R.C. for the
Contribution period ended 30/09/07 to be attached)

Details of EMD (Demand Draft No., Date & Amount) :

Amount Quoted per Security Guard :
(Details of break-up for the amount quoted &
percentage of service charge quoted may be
furnished in a separate sheet)

**Signature
(Name with Seal)**

E-mail: rd-go@esic.nic.in
Tele Fax: 2438858
Tele Fax: 2438858
2438853,2438859



Website: www.esic.nic.in
Phone: 2438853,2438859
Phone:

EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE, PANCHDEEP BHAWAN, EDC PLOT NO.23,
PATTO PANAJI GOA 403001.

Date:07/12/2007

TENDER NOTIFICATION

Terms & Conditions for the Tender for Provision of Security Guards
(Ex-Servicemen).

Tender for Security Guards

Open Tenders are invited from reputed Security Agencies for providing Three Security Guards (Ex-Servicemen only) on contract basis for the Regional Office E.S.I. Corporation, Patto Panaji Goa for a period of 1 year from 01/03/08. Tenders may be submitted in wax sealed envelope superscribed "Tender for Security Guards due on 15/01/08 by registered post addressed to the Regional Director ESI Corporation, Panchdeep Bhavan, Patto Panaji Goa 403001. Tenders can also be deposited in the Tender Box kept in the Administration section third floor of the Regional office.

The Ex-Servicemen should be paid wages at the rates approved by Govt of India, Ministry of Defence, Directorate General of Resettlement which is presently Rs. 3,636/- (basic including VDA)

Tender along with terms & conditions of the tender can be obtained on request from the Administration Section, 3rd Floor, Regional Office, ESI Corporation, Patto Panaji Goa by giving a request letter in letterhead/plain paper.

Last date for issue of Tender Forms : 05/01/08 - 3.00 p.m.

Last date for submission of Tenders : 15/01/08 - 3.00 p.m.

Eligibility Criteria for Tenderers

1. Security Agencies having not less than 200 security guards on their rolls only are eligible to apply.
2. The Agency should be registered with EPFO & ESIC.
3. Preference will be given to agencies approved/ recognised by Directorate of Resettlement, Govt. of India, Ministry of Defence.

EMD/ Security Deposit

Tenderers should furnish EMD of Rs. 5000/- by demand draft in favour of ESI Fund A/c. no. 1 payable at Panaji Goa drawn on any nationalised/ scheduled bank which will be refunded to the unsuccessful tenderers. The EMD will be retained as Security Deposit in the case of successful Tenderer on whom contract is awarded.

Wages payable to the Security Guards

The agency should provide only Ex-servicemen as security guards who should be paid wages at the rates approved by the Directorate of Resettlement, Ministry of Defence, Govt. of India as per notification dated 17/04/07 (copy enclosed) which is presently Rs. 3636/- (basic including VDA) plus HRA at 10%, uniform & washing allowance at 10%. The agency will also be re-imbursed ESI at 4.75%, EPF, EDLI & Admn. Charges at 13.61%, weekly off/ holiday wages, gratuity / terminal benefits at prescribed rates. The agency should provide the services of security guards round the clock including holidays.

The agency should make arrangements to disburse wages to the security guards through bank account in the name of the security guards and evidence of such disbursement should be submitted along with the bill for the following month. Photocopies of payment towards ESI & EPFO should also be submitted along with the bill for the following month. The agency should also submit copies of returns submitted to the ESIC/ EPFO for the relevant contribution periods duly identifying the names of the security guards provided to ESIC.

Service Charges

Tender will be finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the service charges quoted. Tenderers are advised to quote service charges at competitive rates.

Qualification of Guards

The guards provided should be Ex-servicemen with good character, conduct & behaviour, competent & qualified to perform the security duties for which they are employed . They shall be not be beyond the age of 55 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to our premises without the consent of ESIC.

Duties of the Security Guards

1. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
2. To attend with compliments to distinguished visitors, VIP's and Officers.
3. Check, Control and Restrict entries to Staff/Workers/ Authorised Personnel of Organisation/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes,challan) and time keeping.
4. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items such bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems etc.
5. Will stand by management during emergency like Gherao, Picketing, Strike etc. and Security of ESI Staff from any assaults whatsoever.
6. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
7. Prevent of misuse of Electricity and water.
8. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Regional Director. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station and Regional Director.
9. The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises.
10. The security guard shall ensure that all the electrical equipments/instruments/lights and fans should be switched off at the time of closure of the office who are part of the office.
11. The security guard should ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
12. The security personnel must be in proper neat and tidy uniform

- 13 The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- 14 The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- 15 The security guard should check the bags/ briefcases of the visitors if considered necessary.
- 16 The security guards shall at all times comply with all directions and instructions of ESIC. Non-compliance of instructions can lead to termination of agreement.

Duties and Responsibilities of the Agency

1. The agency should provide a whistle, torch and lathi to the security guard on duty.
2. The security guards must be rotated from their deployment at an interval of 6 months.
3. If it is found that any property of the ESIC is lost/ damages due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/ lost from the security agencies bill.
4. The agency shall furnish the names and addresses of the security guards posted in the premises of ESIC and also when there is any change in security guards.
5. The Agency shall submit a monthly report of compliance and happenings in the premises to the Regional Director, ESIC Goa.
6. The security guards deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
7. The Agency, on award of the contract should execute an agreement in 50 Rupees stamp paper with ESIC incorporating the above terms and conditions.

Tender opening

Tenders will be opened on 15/01/2008 at 3.00 p.m. in the Chamber of Regional Director at third floor Regional office of ESIC Panaji Goa in the presence of the tenderers who may like to be present and witness the tender opening

Other Conditions

- 1) The contract which is initially for a period of 1 year from 01/03/08 to 28/02/09 can be extended further if the agency agrees to provide the services on the same terms & conditions provided the services provided by them are satisfactory. ESIC reserves the right to pre-maturely terminate the agreement without assigning any reason by giving one month notice before the expiry of the contract period.
- 2) The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate wages. ESIC may also increase the number of security guards required depending upon future requirement.

S.M.Mohideen
Regional Director

Appendix "S"

**2112/SA/MINIMUM WAGES/EMP
GOVERNMENT OF INDIA MINISTRY OF DEFENCE
DIRECTORATE GENERAL OF RESETTLEMENT**

**West Block 4, RK Puram
New Delhi- 110066
Date: 17 Apr-07**

NOTICE OF REVISION OF MINIMUM WAGES W.E.F. 01 FEBRUARY 2007

Consequent to revision of minimum wages w.e.f. 01 Feb 2007 as per Govt. of NCT of Delhi (Labour Department) Notification F 12 (142)/02/MW/Lab./1016 dated 13th March 2007, the security agencies sponsored through DGR will be paid the revised wages as given below with effect from 01 Feb 2007. THESE WAGES WILL BE PAID TO DGR SPONSORED SECURITY AGENCIES AT CENTRAL GOVERNMENT PSUs THROUGHOUT THE COUNTRY WITH EFFECT FROM 01 FEBRUARY 2007.

	Description	Security guard	Gunman	Supervisor	A.S.O.	S.O.	S.S.O.	C.S.O.
(a)	Basic including V.D.A.	3636.00 (D*)	4508.64 (1.24 D)	4835.88 (1.33D)	6181.20 (1.70D)	21816.00 (6D)	25452.00 (7D)	29088 (8D)
(b)	ESI 4.75% "&" "/"	198.62	246.28	264.16	337.65	-	-	-
(c)	EPF (12)+EDLI(0.6) +Adm Charges (1.11)= 13.61%	494.86	613.63	658.16	841.26	-	-	-
(d)	Bonus 8.33% #	-	-	-	-	-	-	-
(e)	Gratuity/Terminal Benefits 4.81%	174.89	216.87	232.61	297.32	-	-	-
(f)	HRA* (15%Basic & VDA)	545.40	676.30	725.38	927.18	3272.40	3817.80	4363.20
(g)	Uniform and washing allow 10%	363.60	450.86	483.59	618.12	-	-	-
(h)	TOTAL "/"	5413.37	6712.58	7199.78	9202.73	25088.40	29269.80	33451.20
(j)	Weekly Off/National Holidays/Other Holidays 28.98%	1568.79	1945.31	2088.50	2666.95	-	-	-
(k)	Cost per Head "/"	6982.16	8657.89	9288.28	11869.68	25088.40	29269.80	33451.20
(l)	Service Charge "S" negotiable between (14%-20%) on (k)	\$	\$	\$	\$	\$	\$	\$

(m)	SUM TOTAL < < “//”	6982.16	8657.89	9288.28	11869.6	25088.40	29269.80	33451.20
(n)	Service Tax^ ^							

LEGEND

^ ^ Service Tax (12%) and education cess @ 2% of service Tax) amounting to 12.24% of sum total (or as revised from time to time).

*D is the minimum wage + V.D.A of semi skilled worker for an unarmed security Guard

SO Consolidated salary of the Security Officer should be 6 times of D (Basic + VDA)

SSO Consolidated salary of the Senior Security Officer should be 7 times of D (Basic + VDA)

CSO Consolidated salary of the Chief Security Officer should be 8 times of D (Basic + VDA)

Bonus as applicable to eligible employees to be paid as per bonus act as when revised by the Government

\$ indicates Service Charges

^ Minimum HRA in NCR and Metros will be paid @ 15% of Basic +VDA, In other areas it will be 10% of

Basic + VDA and in any case not less than Rs. 350/- per month.

Payment of EPF is mandatory vide Govt. of India Gazette notification No. F No. S-35025/21/2004-SS-II

Dated Aug 2004.

“&” ESI @ 4.75% will be also applicable on HRA and all such allowances deemed as wages as per ESI Act

revised from time to time.

“//” The figure indicated will change as per figure of HRA & ESI computed actually based on ESI Act amended

from time to time.

<< Sum total in each column indicates figure shown plus service charges (\$) and all other allowances paid by

the principal employer.

Notes :

Minimum wages cannot be rounded off by any authority other than labour department.

Minimum wages always calculate on the basis of the wage period.

The policy on computation of ESI is as per ESI act and is applicable to all wage revision notices issued by this office earlier

For detailed instructions please refer [www. dgrindia.com](http://www.dgrindia.com) for admissibility of wages in all the states of the Union Of India

Wage structure issued by this office vide 2112/Minimum wages/Emp dated 03 Apr 2007 & 09 Apr 2007 are here by withdrawn.

(KPS Rane)
Lt. Col
Joint Director (Emp)

All Central PSU/PSEs/Departments Employing DGR sponsored security Agencies.

All DGR empanelled security agencies.

Copy to:

Department of public enterprise, Ministry of Heavy and Public Enterprise.